

# **Police Officer Job Description**

## **Definition:**

Front-line public safety work to include the operations of the Police Department; all other related work as required.

## **Supervision:**

- Works under the direction of the Police Chief and/or Sergeant.

## **Job Environment:**

- Operates as a member of the Town's Police Department, meeting periodically with the Police Chief to assure their understanding of public safety challenges and Police Department plans, routines, and procedures.
- Work is performed in office, automobile, and outdoors with exposure to various weather conditions and the hazards associated with police and public safety work, with exposure to the possibility of personal injury or even death.
- Has frequent contact, requiring perceptiveness and discretion, with other Town officials, the courts, attorneys, other police departments and officers, local, State, and Federal agencies, and with the general public.

## **Essential Functions:**

- Maintains regular communication with the Police Chief regarding any significant deviations from routine, or any noteworthy problems, issues, or successes. As requested by the Police Chief, advises the Police Chief concerning unusual developments.
- Assures proper handling and custody of property, and information received by the Department.
- Operates motor vehicles, weapons, and Departmental equipment, following prescribed safety and preventive maintenance procedures.
- Performs Essential Functions of a Lanesborough Police Officer (as described in Attachment A) and other similar or related duties as required or as situation dictates.

## **Physical Requirements:**

This position requires constant moderate-to-strenuous physical effort. Frequently requires moving (push, pull, lift or carry) of objects of varying weights. Work is performed under varying weather conditions.

## **Recommended Minimum Qualifications:**

### **Education and Experience:**

Minimum requirement of High School Diploma. College degree, Military experience or prior Law Enforcement experience preferred. Valid Driver's License and ability to legally possess firearms. Successful completion of required MA Criminal Justice training programs.

### **Knowledge, Ability and Skill:**

Readiness and ability to operate as a member of the Town's Police Department. Comprehensive technical and practical knowledge of police work, weapons, and equipment.

# LANESBOROUGH PD -- Police Officer Job Requirements

## Police Officer Essential Functions:

<b>A. PATROL AND INCIDENT RESPONSE</b>
Provide back-up to other police personnel.
Respond to a crime in progress and secure the area to effect an arrest.
When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.
Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.
Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).
Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.
Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.
Operate a Department vehicle within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.
Protect person(s) to provide for the safety and security of the person(s) and the public.
Respond to incidents requiring your presence as specified in Departmental policies.
Observe and check entrances to buildings and premises to maintain security of property.
Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated (e.g., drunk, epileptic) and detain that person in order to provide for placement.
Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to effect the safe, peaceful, and orderly flow of a crowd of people.
Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.
Serve on special details to help maintain peace.
<b>B. TRAFFIC ENFORCEMENT</b>
Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.
Protect an accident scene to allow for a determination of the facts of the accident.
Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades).
Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
Estimate vehicle speed visually or use speed detection equipment (e.g., radar, lidar, vascar, stopwatches) to determine the speed of a vehicle.
Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operation of vehicles on the road.
Issue a citation to a traffic violator.
Impound or supervise impounding of equipment or vehicles left on the roadway.
<b>C. INVESTIGATIONS</b>
Identify and collect evidence at a crime scene to preserve that evidence for use in an investigation.
Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
Evaluate evidence (e.g., article, substance) to determine its relationship to an investigation.

Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witnesses, victims, or suspects of a crime.
Determine the probable facts of the incident from examination and comparison of statements and other evidence.
Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
Identify assets for potential seizure at a crime scene.
<b>D. ARREST-RELATED ACTIVITIES</b>
Display or discharge a Departmentally approved firearm to protect self and/or the public.
Display or utilize a Departmentally issued non-lethal weapon in a defensive manner to control one or more persons in accordance with Department policy.
Search person(s) for weapons, fruits of a crime, or contraband to effect an arrest, protect oneself and the public, and/or to obtain evidence.
Search a vehicle for weapons, fruits of crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
Distinguish between felony and misdemeanor classifications when making arrests.
Search a building for individuals, weapons, fruits of a crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
Determine applicability of Miranda when arresting and detaining suspects.
Make judgments about probable cause for warrantless searches.
Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.
Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention.
Pursue a suspect or violator on foot.
Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).
<b>E. EVIDENCE/PROPERTY MANAGEMENT</b>
Ensure the secure storage of evidence and property in the designated location.
Ensure the maintenance of chain of custody for evidence.
Release property or evidence to authorized individuals.
<b>F. RECORD AND REPORT MANAGEMENT</b>
Write narrative reports (e.g., incident reports, intelligence reports) providing complete, accurate and consistent information.
Summarize in writing the statements of witnesses and complainants.
Fill in forms requiring specific information accurately and completely.
Record information required by Department guidelines in proper logs.
Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.
<b>G. COURT</b>
Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, Civil Service hearing) to assist in fulfilling the Department's role in the judicial and administrative process.
Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.

<b>H. COMMUNITY RELATIONS</b>
Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.
Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of action, etc.
Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.
Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
Maintain current information about available social agencies and their roles for use in referring citizens seeking help.
<b>I. POLICE DEPARTMENT PROPERTY MANAGEMENT</b>
Clean and inspect weapons.
Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.
Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.
Maintain clothing and personal equipment to satisfy inspection requirements.
Maintain personal copies of Departmental directives as required by Department policy.
Monitor police activity by radio.
<b>O. INTERNAL/EXTERNAL COMMUNICATIONS &amp; COORDINATION</b>
Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.
Communicate with other Department personnel informally to discuss and exchange information (e.g., intelligence), address problems, etc.
Monitor and respond to routine communications (e.g., phone).
Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.
Notify other Police Department units of unusual situations and conditions as necessary and appropriate.
Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.
Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.
Contact outside agencies and organizations (e.g., social service agencies) for information.
<b>R. PROFESSIONAL DEVELOPMENT</b>
Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.
Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.
Read internal reports and training materials to keep current on procedures and issues.
Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.